FermiWorks
Complete Your Self Evaluation
06.19.2015

Open your FermiWorks Inbox.

Click the **Self Evaluation: 2015 – Performance Review** Action.
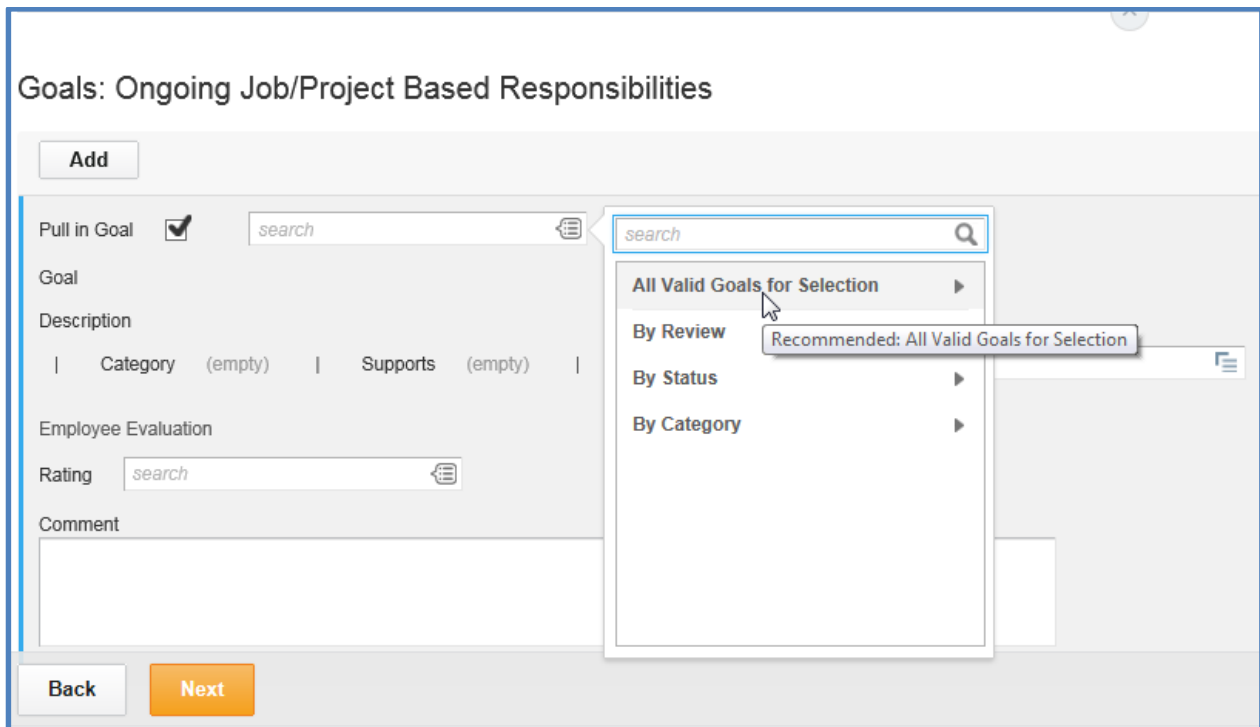
Click **Go to Guided Editor**.

Ongoing Job/Project Responsibilities Section

If not all goals display, check the **Pull in Goal** checkbox.

Click **Add**.

Check the **Pull in Goal** checkbox.

Click **All Valid Goals for Selection**.

Double click the goal to pull in. Only one goal can be pulled in at a time.

You may delete a goal from your self evaluation. However, it will still be listed in your goals in FermiWorks. Enter **My Goals** in the search box to view all the goals you have entered in FermiWorks.

Update the following fields for each goal:

- **Status** - Mark as complete. Even if the goal is ongoing, the goal was completed for this performance review cycle.
  - **Completion Date**. This field only displays if the status is marked Complete. For ongoing job responsibilities, enter the last day of the performance review cycle 06/30/2015.

The **Employee Evaluation** rating is optional. Here are athe categories for the Employee Evaluation field:

RATING	DEFINITION
Does Not Meet Expectations	Performance is well below the minimum position requirements. Requires immediate review and action including implementatin of Performance Improvement Plan (PIP).
Meets Minimal Expectations	Performance leaves room for improvement. Requires either additional developmentin deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or, is not responding favorably to coaching for performance improvement.
Fully Competent	Good, solid performance. Fulfills all position requirements and goals.
Commendable	Good, solid performance. Fulfills all position requiremetns and goals and *may*, on occasion, generate results aboe those expected of the position.
Excellent	Excellent performance that consistently generates results above those expeted of the position. Contributes in an excellent manner to technical and functional innovations.
Outstanding	Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.

- **Comment** – Enter details about your accomplishments toward completing this goal.

To add additional goals, refer to the document *Complete Your Self Evaluation – Add Additional Goals*.

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These sections are optional:

- **Core Competencies Section**
- **Management Competencies (For Managers Only)**
- **Additional Accomplishments Section**
- **Career Development Section**
- **Overall Rating Section**
- **Summary**

Click **Next** to view each section.

The self-evaluation is sent to your manager to review after you click **Submit** on the Summary section. When you click Submit, you can no longer make any changes unless your manager sends back your self evaluation

NOTE: If you recently transferred to a new manager, FermiWorks will route your self evaluation to the manager you reported to for more than six months first. It will then be routed to your new manager.

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